



207 N. GARFIELD AVENUE PASADENA, CA 91101 (626) 744-4501

April 5, 2019

Sent via email only

Richard Mason, CLETS Analyst Department of Justice CLETS Administration Section Richard.Mason@doj.ca.gov

Mr. Mason:

We are writing to provide a quarterly update on the outstanding items for our Implementation Plan (Administrative) resulting from the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division Information Technology Security Audit.

- 1. **Information Exchange Agreements**: The Pasadena Police Department does not have a signed information exchange agreement with West Covina Police Department.
  - a. Please see the attached copy of agreement signed by PPD and WCSG. Resolved 03/01/2018.
- Security Awareness Training: The Pasadena Police Department does not ensure that
  personnel who managed or had access to criminal justice information (CJI), received
  security awareness training.
  - a. All personnel who were out of compliance have completed their training or had their access to CJI removed and will be subject to disciplinary action. Resolved 3/20/2018.
- System Use Notification: The Pasadena Police Department does not display an approved system use notification message on all information systems accessing CJI.
  - a. The Los Angeles Sheriff's Department has added the System Use Notification on the Live Scan machine as required by CJIS Security Policy 5.5.4. We are currently in compliance. Resolved 08/2017.

- b. The Police Department System User Notification message requires a modification to include "The user is accessing a restricted information system." Resolved 10/01/2018.
- 4. **Identification/UserID**: The Pasadena Police Department does not validate system accounts that access CJI at least annually, or have a written policy to document the validation process of system accounts that access CJI.
  - a. Please see the attached copy of the User Account Management Policy for Active Directory which documents account policy including the annual audit process;
  - b. Please see the attached copy of the User Account Management Policy for CJI applications that do not rely on Active Directory, which documents account policy including the annual audit process. Resolved 02/26/2018.

Should you have any questions, please contact Administrator Alicia Patterson at (626) 744-4555 or apatterson@cityofpasadena.net.

Sincerely,

JOHN E. PEREZ Chief of Police

JEP:AP